

Building a Successful Survey

How to Survey for Impact Aid

Roadmap

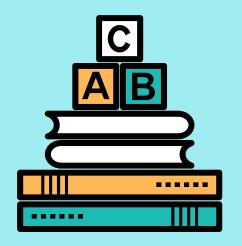
Process Overview

B When Do I Survey?

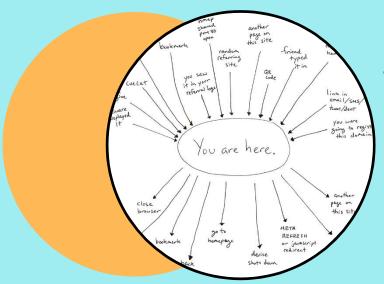
Which Tool Do I Use?

It's Done – Now What?





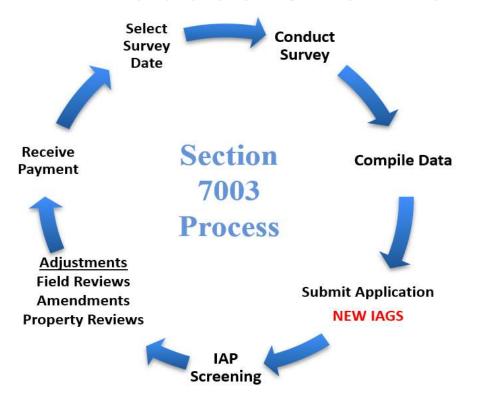
Lost? Don't Know Where to Start?



Welcome!!

Is this your first Impact Aid survey? Did you have field review findings related to your survey? Let us help you navigate the process together!

Process Overview



Do You Have Enough children?

BASIC ELIGIBILITY

OR

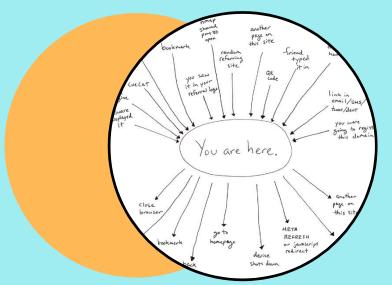
F & G ELIGIBILITY

3% or 400 children in ADA in these categories:

- Parent lives and works on federal property
- Parent is in the uniformed services
- Child lives on Indian lands
- Child lives in low rent housing

10% or 1,000 children in ADA in these categories:

- Parent lives on federal property (not low rent housing)
- Parent works on federal property



When Do I Survey?

Step 1- Pick a Survey Date

Things to consider

What is the best date for my LEA?

- Pick a date between the 4th day of school and January 30th
- Does your state already have a mandatory count date?
 - If yes, is it convenient to survey for Impact Aid at the same time?
 - Does your federally-connected membership fluctuate over the year?
 - Try to target your survey date when your federallyconnected population is at its highest.

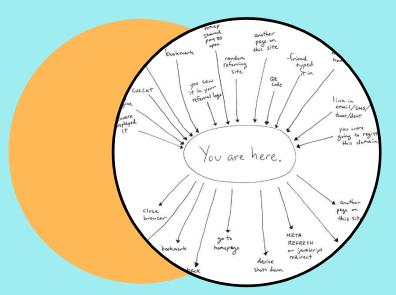


Step 2- Who Do I Count?

ON YOUR SURVEY DATE - COUNT

- 1. <u>Your total membership.</u> This includes all of the children enrolled in your school district ON THE SURVEY DATE
- 2. <u>Your tuition-in children.</u> The number of children for which the LEA <u>RECEIVES</u> a tuition payment.
- 3. <u>Your tuition-out children.</u> The number of children for which the LEA <u>PAYS</u> another LEA to educate.
- **4.** Your Federally-Connected children. The number of federally-connected children.





How Do I Survey?

SAMPLE Impact Aid Program Survey Form The survey date is					SAMPLE		
All boxes must be f	illed in with complete	information if appl	icable				
TUDENT INFORMATION							
todent's Last Name	First Name	M.I. Data of Birth	Grade	School	ars e		
LGG:+++		Cay	1	State	Zip Cede		
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	mplete and accurate informatio			_			
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Parent-Pupil Survey (PPS) Form

Forms are sent to the parents (emailed and/or home with the students) to complete. PPS forms work best for parents in the military or parents who work on federal property. It **DOES NOT** work well for children living on Indian lands or low rent housing.

Source Check Forms

AND

OR

This document includes all children in one category on one federal property. The LEA takes the form to a certifying official to have verify the information and certify it is correct. This form does not go to the parent and works best for children

living on Indian lands or low rent housing.

How Do I Choose?

Parent- Pupil Survey Form

PPS forms are most commonly used to survey federally-connected membership.

Pros-

 Best way to count the children that you cannot get a certifier to sign,(e.g. military does not generally like sign source checks).

Cons-

- · A lot of paper.
- The delivery system is mostly children.
- · The rate of return can be low.

Source Check Forms

Source checks are suggested for children residing on Indian lands or low rent housing.

Pros-

- One form captures all the children for that property.
- Easy to use and deliver.

Cons-

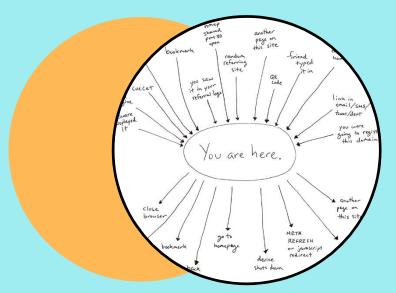
- · Burdensome for certifiers.
- Requires planning and cooperation with certifiers.



Can I Use Both?

Many LEAs have different types of Children and often use a combination of forms.

YES



Where Do I Get a Parent-Pupil Survey Form?

REQUIRED INFORMATION

The LEA creates its own forms, but DON'T PANIC, we have samples.

All forms **MUST** include the following information:

- Signature of Parent and Date on or after survey date Child's information:
 - Name
 - Home address (<u>NO PO Boxes</u>)
 - Date of birth
 - Name of public school
 - Grade
 - Name of federal property on which the child resides (if applicable)



REQUIRED INFORMATION

Parent Employment Information

- Name of the parent or guardian employed on Federal property
- Name of employer
- Name and complete address of the Federal property

NO Post Office Boxes!!



REQUIRED INFORMATION

Active Duty Uniformed Services Information:

- Name of Parent
- Rank, Pay Grade, or MOS of parent
- Branch of service of parent
- Country of Service (if the parent is both an Accredited Foreign Government Official <u>AND</u> a Foreign Military Officer)
- * National Guard members must provide copies of orders to show they are called up under Title 10



Student Information

Revised 2018 Impact Aid Program Survey Form (School District Name) (Survey Date) STUDENT INFORMATION Family Street Address: City: State: First Date of Last Name: Name: Birth: Name of School: Grade: First Date of Last Name: Name: Birth: Name of School: Grade: Name of Is this residence located on federal property? Yes■ No ■ federal If Yes: property:

Civilian Section

PARENT/GUARDIAN EMPLOYMENT INFORMATION: CIVILIAN

Enter information in this section regarding the parent/guardian if a parent/guardian with whom the student resided was employed on federal property on the survey date. Enter the parent/guardian's name as it appears on the employer's payroll record.

Is the parent employed on federal property?	Yes■ No ■ Name of federal property:	
Parent Last Name:	Parent First Name:	
Name of Employer:		
Federal Property Address:	City:	State:



Military Section

PARENT/GUARDIAN EMPLOYMENT INFORMATION: UNIFORMED SERVICES

Enter information in this section regarding the parent/guardian if either person was on active duty in the Uniformed Services of the United States on the survey date.

Parent Last Name:	Parent First Name:	
Rank OR Grade OR MOS:	Branch of Service:	

PARENT/GUARDIAN EMPLOYMENT INFORMATION: FOREIGN MILITARY (OPTIONAL)

Enter information in this section regarding the parent/guardian if either person was both an accredited foreign government official and a foreign military officer on the survey date.

Parent Last Name:	Parent First Name:	
Rank/Grade/MOS	Country of Service:	



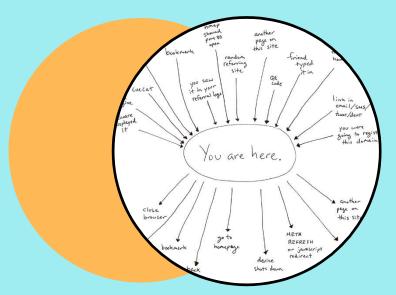
Certification

This information is the basis for payment to your school district of federal funds under the Impact Aid Program (Title VII of the Elementary and Secondary Education Act), and may be provided to the U.S. Department of Education if your school district's application for payment is audited. This form must be signed and dated for your school district to receive funds based on this information.

* By signing this form, I am certifying that all typed and written information on this form is accurate and complete as of the survey date.

→Signature of Parent/Guardian	<mark>→</mark> Date
Signature of Parent Guardian	





Where Do I Get a Source Check Form?

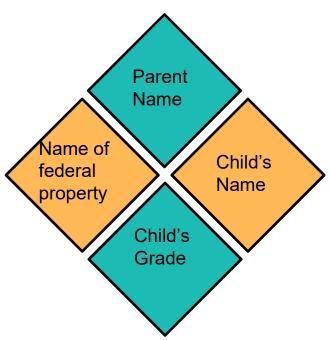
Source Check Information

Indian Lands

You must have the address of the individual property. BIA prefers the use of legal descriptions or tract numbers.

Low Rent Housing

You must include the property address for each child. Also, you must identify the Asset Management Project number for that property.



IEP

Does the Student have an IEP on the survey date? If yes, you put the IEP date in the IEP Column. It must be active as of the survey date.

Certifications

You must have your source checks signed EVERY YEAR!!!

Source Check Creation

One Source Check per Property per Category

- a) If you have children that reside on trust property, you need:
 - Category C Source Check
- b) If you have children parents who work for Cherokee Nation, you need:
 - Category G Source Check for Cherokee Nation
- c) If you have civilian employees on Ft. Hood that work for SAIC and General Dynamics, you need:
 - Category G Source Check for SAIC
 - Category G Source Check for General Dynamics
- c) You have military that lives on Quantico and military that live outside Quantico, you need:
 - Category B source check
 - Category D(i) source check



Which Indian Lands Source Check is right for you?

All Source Checks-

- 1) LEA Name
- 2) Survey Date
- 3) School Year
- 4) Name of the federal property
- 5) Address of federal property

Two of the Indian lands source check forms are state specific.

- 1) ANCSA- Alaska ONLY
- 2) OK Tribal Treaty Housing-Oklahoma ONLY



Trust or Restricted

Most common Indian lands property type. If the land is held in trust or has restrictions on the sale or mortgage of the property, this is the right form

ANCSA

Land conveyed under the Alaska Native Claims Settlement Act

OK Tribal Treaty Land

- Housing owned by an IHA
- Low Income Housing
- On land that was ever treaty land



Source Check Sample

Trust or Restricted Indian Lands

		Impact Aid Program	Source Che	ck Form			
		Category C Cl	nildren				
	Chi	ldren who Reside on Eligible	Trust or Res	tricted Indian Lands			
LEA Name	: DC Public Schools			Impact Aid Number:	123456		
School Year		-		Survey Date:			
Feder	al Property on Which the Parent Resides						
	Address or Legal Description						
1	2	3	4	5	6	7	8
			Restricted "R" (not Lease				IEP
Parent/Guardian Last Nat	Parent/Guardian First Name	fress, Legal Description or Tra	Restricted	Student's Last Name	Student's First Name	Grade	Date
2							
3						-	
5							
6							2
8							10
9							9

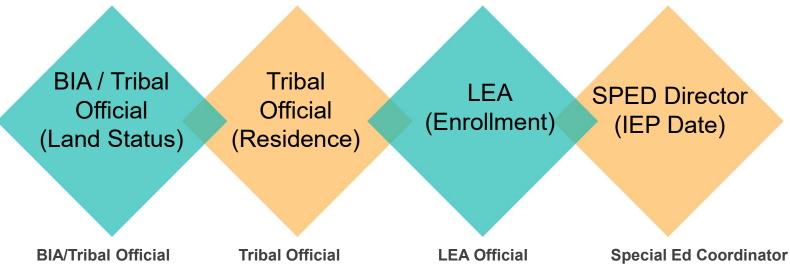
Indian Lands

Sample Source Checks for Indian Lands:

Children who reside on Indian lands

- 1. Name of the federal property (e.g. Trust properties Cheyenne River- Eagle Butte, SD)
- 2. Legal description for the property for the federal property
- 3. Parent name
- 4. Address/Legal Description/ Tract # for the child's residence
- 5. Trust or restricted
- 6. Child's grade
- 7. IEP date (only if the child has an IEP)

Trust and Restricted Certifications



Certifies the land is trust or restricted

Certifies the child resided on Indian lands on the survey date Certifies the child was enrolled in the LEA on the survey date Certifies that the child had an active IEP on the survey date



Source Check Sample

ANCSA Indian Lands

	Im	pact Aid Program Source Che	ck Form		
		Category C Children			
	Children	Who Reside on ANCSA Land	(Alaska Only)		
					_
LEA Name:	DC Public Schools		Impact Aid Number:	123456	_
School Year:	School Year: 2020-21 Survey Date: 10/11/2020				
			1000 and 100		_
Tow	nsite or Village of ANCSA Property:	:			
Legal Description, Interi	im Conveyance or Patent Number:	:			
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. 1	2	3	4	5 6	7
	\$555 \$550 \$550 \$550 \$575	00 EX 835599 IV IV	60 SX 19-2793 PSES	AC 50 ES 2005 EST 00	IEF
Parent/Guardian Last Name	Parent/Guardian First Name	dress, Legal Description or Trac	Student's Last Name	Student's First Name Gra	de Date
			2		
					-
			7		
		1			
		<u> </u>			

ANCSA Indian Lands

Children who reside on ANCSA Indian lands

- 1. Name of the federal property e.g. ANCSA Properties- Eek Village
- 2. Legal description for the property
- 3. Parent Name
- 4. Address/Legal Description (BIA/BLM can only verify legal descriptions)
- 5. Trust or Restricted
- 6. Child's Grade
- 7. IEP Date (only if the child has an IEP)

ANCSA Certifications

BIA / BLM **ANCSA Corp** (Land Status) Tribal/Village Council Official (Residence)

I FA (Enrollment) **SPFD Director** (IEP Date)

BIA/ BLM, Local ANCSA Tribal / Village Council Corporation

Certifies the land was conveyed under ANCSA Official

Certifies the child resided on ANCSA Indian lands the survey date

LEA Official

Certifies the child was enrolled in the LEA on the survey date

Special Ed Coordinator

Certifies that the child had an active IEP on the survey date



Source Check Sample

OK Tribal Treaty Indian Lands

		iid Program Source Check Fo Category C Children o Reside in OK Tribal Treaty					
LEA Name:	DC Public Schools		Impact Aid Number:	123456			
School Year:	2020-21		Survey Date:	10/11/2	020		
	Parent Resides (Include Project #): ne Indian Housing Authority (IHA): IHA Phone Number: Address or Legal Description:		Low Income Funding Program	n:	Examples: Tribal Housing A NAHASDA, Mu Help/HOPE, Ho of 1937	tual	
1	2	3	4			9	7
Parent/Guardian Last Name	Parent/Guardian First Name	Address, Legal Description, or Tract #	Student's Last Name	Student's	s First Name	Grade	IEP Date
				1			

Children who reside on Indian lands

- 1. Name of the federal property (e.g. Choctaw Housing- Ada, OK)
- 2. Name / Phone Number of the Indian Housing Authority
- 3. Address of federal Property
- 4. Low-Income Housing Type (see above)
- 5. Parent's Name
- 6. Child's Name
- 7. Child's Residential Address
- 8. Child's Grade
- 9. IEP Date (only if the child has an IEP)

Low Rent Housing

DO NOT include Annual Contributions Contract (ACC), Housing Choice Voucher Program (HCVP), Residential Assistance Demonstration (RAD), Section 8, Low Income Tax Credit (LITC) Housing, Market Rate housing, or privately-owned housing.





Source Check Sample

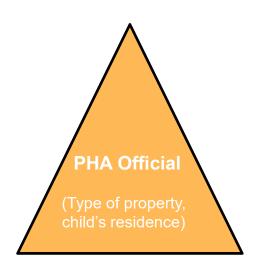
Low Rent Housing

Impact Aid Program Source Check Form Category E Children Parent Resides in Low Rent Housing LEA Name: DC Public Schools School Year: 2020-21 Name of the Housing Development: Asset Management Project (AMP) Number: 1 2 3 4 5 6 Parent/Guardian Last Nam Parent/Guardian First Name Student's Last Name Student's First Name Housing Address Grade

Children who reside in LRH

- 1. Name of the federal property (e.g. Red Robbin Apartments, Brooklyn, NY)
- 2. AMP Number
- 3. Address of federal property
- 4. Parent's name
- 5. Child's name
- 6. Child's residential address
- 7. Child's grade

Low Rent Housing Certification

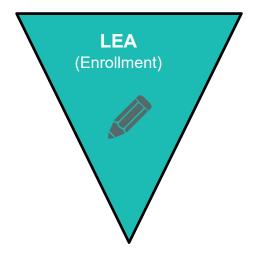


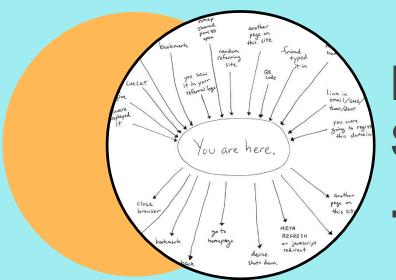
PHA Official Certifies:

- 1) The property is funded under the Housing Act of 1937
- 2) The children listed above resided on this property on the survey date.

LEA Official

Certifies the children were enrolled in the LEA on the survey date.





I HAVE SURVEYED - NOW WHAT?

Sort Children

Sort by Category

Sort
Category by
Property

Count
Children by
Property

Report Children on Application

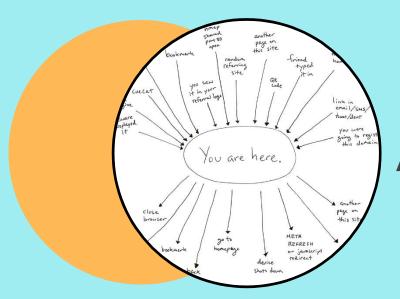
Sort all of your children together by category

- Group military children that live on base together
- Group military children that do not live on base together
- Group LRH children together
- Group Indian lands children together

Sort your categories by property

- Group military on Ft. Sill together
- Group military on Tinker AFB together
- Count all the children that live and work on Ft. Sill
- Count how many of those children had an IEP

Report these children on your application



AVOID PITFALLS

Most Common Errors

• FY 2020 Number of Children

Errors	# of children
F&G Eligibility	3,877
No Supporting Documentation	2,463
Incomplete Forms	1,663
Missing DOB	1,401
Ineligible Property	1,216
Source Check Certification	1,132

• FY 2020 Number of LEAs

Errors	# of LEAs
F&G Eligibility	23
IEP Dates	20
National Guard Missing Orders	20
No Supporting Documentation	19
PPS Missing Information	16
PPS Missing Signature Date	15

Do's - Don'ts



Parent-Pupil Survey
Forms

Send forms a few days after survey date to avoid bad dates

Pre-Print forms to help avoid missing information

Source Check Forms

PLAN!!!!

Establish relationships with certifiers

General

Check data for completeness

Get parents to correct missing information ASAP



Parent-Pupil Survey Forms

Do NOT change forms after a parent has signed

Do NOT pre-print a signature date

Source Check Forms

Do NOT wait until the last minute

Do NOT use the wrong form

General

Do NOT estimate child counts

Do NOT send only the signature page- send whole form.

Important Reminders

- Survey every year!!!
- Do not estimate child counts
- Do not include incomplete forms in your count
- Do not alter forms after they have been signed
- Check with your certifiers to see how long they will need to sign your documents
- Get started early- DON'T PROCRASTINATE
- Keep your documents!





IMPACT AID PROGRAM

202-260-1357 IMPACT.AID@ED.GOV